



To: Holders of the Project Development Information Packet

Date: January 23, 2003

From: Office of Local Systems

Revision No.: 01-2003

Subject: Project Development Information Packet Revision

The Project Development Information Packet (Packet) has been revised. If you are maintaining a hardcopy of the Packet, please update your Packet by removing the old documents and replacing them with the revised documents noted below. To view, print or download the revised documents noted below, click on the document title.

You may wish to keep this revision notice in the "Revision Notices" section of your Packet for future reference. The current versions of all Packet documents are available on the internet at:

[http://www.dot.state.ia.us/local\\_systems/publications/2001\\_packet/packet\\_toc.pdf](http://www.dot.state.ia.us/local_systems/publications/2001_packet/packet_toc.pdf)

\*\*\* PLEASE NOTIFY ALL AFFECTED PERSONNEL OF THIS CHANGE \*\*\*

Document Title Revision Date (Section / Index No.)	Description of Revision(s)
<a href="#">Table of Contents</a> 01-23-03 (Table of Contents)	The table of contents has been modified to show the latest revision dates for the documents listed below.
<a href="#">Chart 13 - DOT Post Letting Process</a> 01-23-03 (Flow Charts)	The process for county project contracts let by the Iowa DOT has been modified. Unsigned contracts for county projects are now first sent to the county for review (instead of first being sent to the low bidder). This process allows the county the option of rejecting all bids before any contract documents are sent to the low bidder. The process for handling city and county project contracts is now the same.
<a href="#">Concept Statement</a> 01-03 (Index No. 6)	<ul style="list-style-type: none"> <li>• <b>Page 1, Item 4:</b> This question was clarified to indicate that it pertains only to bridges or culverts. This question does not apply to historical restoration projects such as depot renovations.</li> <li>• <b>Page 1, Items 5 &amp; 6:</b> The format of these questions relating to the estimated project costs and the federal-aid amount have been rearranged to provide a more detailed break-down of the estimated project costs.</li> <li>• <b>Page 1, Item 8:</b> A blank has been added to provide space to explain the nature of any anticipated public opposition.</li> <li>• <b>Page 2, Item 9.g:</b> A new question has been added concerning the need for a National Pollutant Discharge Elimination System (NPDES) Storm Water Permit.</li> <li>• <b>Page 2, Item 10.a:</b> This question was modified to simply refer to I.M. 3.15 for projects that are within 20,000 ft. of a public airport. Such projects may or may not need to file Form 7460-1, depending on the criteria explained in I.M. 3.15.</li> <li>• <b>Pages 3 &amp; 4:</b> The Minimum Radius design criteria item was added to the list of project design elements. Also, the names of the various design criteria tables were revised to match the current terminology used in Index No. 5 of the Packet and the County Engineers I.M.s included in Appendix A of the Packet.</li> </ul> <p>Note: This form is also available in <a href="#">Microsoft Word</a> fillable format.</p>
<a href="#">Concept Statement Instructions</a> 01-23-03 (Index No. 6)	These instructions were modified to reflect the changes to the Concept Statement described above. Also, cautionary statements have been added to Item 5 concerning proceeding with work before FHWA authorization, and Item 7 concerning acquiring right-of-way as part of a phased project.
<a href="#">Preliminary Plan Checklist</a> 01-23-03 (Index No. 7)	The "Standard Specification Note" checklist item has been modified to include the Developmental Specifications. The Developmental Specifications are project-specific specifications, similar to a Special Provision. However, unlike a Special Provision, they may be re-used without modification on subsequent projects. Before using a Developmental Specification, consult with your District Local Systems Engineer.

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<a href="#">Project Development Certification</a> 12-02 (Index No. 8)	<ul style="list-style-type: none"> <li>• <b>Page 1, Item 1.c:</b> A note was added to indicate that a copy of the railroad agreement (if one is required for the project) must be included as an attachment to the form when it is filed with the District Local Systems Engineer.</li> </ul> <p>Note: This form is also available in <a href="#">Microsoft Word</a> fillable format.</p>
<a href="#">Project Development Certification Instructions</a> 01-23-03 (Index No. 8)	The instructions were modified to reflect the changes to the Project Development Certification described above.
<a href="#">I.M. 3.15</a> Dec-02 (Appendix A)	<ul style="list-style-type: none"> <li>• <b>Page 1, 2<sup>nd</sup> paragraph:</b> The contact information for obtaining the Iowa Aeronautical Chart has been revised.</li> <li>• <b>Page 1 and 2:</b> The clearance criteria was revised to clarify that any proposed construction or alteration that penetrates the imaginary surfaces described will require notification of the Federal Aviation Administration (FAA).</li> </ul>
<a href="#">I.M. 3.210</a> Dec-02 (Appendix A)	Design guidelines for rural roads have been revised according to the AASHTO Policy on Geometric Design of Highways and Streets, 2001 Edition, and the AASHTO Guidelines for Geometric Design of Very Low-Volume Local Roads, 2001 Edition.
<a href="#">I.M. 3.218</a> Dec-02 (Appendix A)	<b>Page 2, Step 3:</b> The internet address for the Access-ALAS software has been updated.